

**Massachusetts Library Association**

**Administrative Board Meeting**

**November 8, 2013**

**Minuteman Library Network Central Site**

**Natick, MA**

**In attendance:** Elizabeth “Betsy” Marcus (President), Dinah O’Brien (Past President), Maureen Ambrosino (Vice President), Ryan Livergood, via Skype (Treasurer), Laura Bernheim (Secretary), Sarah Hagan (Association Manager)

**Introduction and Minutes**: The meeting came to order at 10:06 am. The minutes from the September 13, 2013 meeting were passed.

**Treasurer’s Report (Ryan Livergood)**

* There are several unpaid invoices for members who have renewed. In many cases, checks have been sent, but were not deposited by the association. Dinah suggested putting a “tick mark” between those whose checks weren’t deposited after today’s date, and those who had the issue prior.
* Ryan is looking forward to getting Quickbooks online, which will allow more transparency.
* MLA received a letter from the Internal Revenue Service (IRS) that MLA’s application to extend time to file an exempt organization return. The new date is February 15. No-one at the meeting was aware that an extension had been requested.
* Bernadette Rivard, former treasurer of MLA will be asked whether or not a 1099 has ever been filed for the services of former executive manager, Elizabeth Hacala, who was a contract employee.

**Transition/Former Executive Manager’s Report**

* Betsy, Laura, Sarah, Bernadette Rivard, and Elizabeth Hacala all met at the Waltham Public Library to discuss the transition, on October 29. Elizabeth wrote a letter to Sarah, regarding what was discussed at the meeting:

**TO:** Sarah Hagan, Executive (sic.) Manager, Massachusetts Library Association

**FROM:** Elizabeth Hacala, Fitchdale Management

**DATE:** November 7, 2013

**RE:** Transition Status

Dear Sarah,

I wanted to give you a formal update on the transition for the MLA Administrative Board Meeting. I understand that the Association has ordered you new equipment and that you will be receiving that on November 8th. That will allow us to get you up and running in all aspects of the MLA activities.

I reviewed the MLA files I had with archivist Sunny Vandermark on October 28th and she and I identified several boxes of files of old MLA records that can be shredded. I will be dropping them off at a professional shredding company on November 9th and will send the certificate of destruction to you for your records.

I handed over electronic versions of the MLA files on a USB drive at our transition meeting on October 29th. At that point, I also handed over three boxes of historical files and 3 boxes of active files to Elizabeth Marcus. Included in that were the checks, deposit slips, and endorsement stamps for MLA accounts.

I handed the Post Office box key for the MLA PO Box 535 in Bedford Massachusetts to MLA Secretary Laura Bernheim at the 10/28 meeting. Mail to look out for in particular: The association will be receiving a bill from Bank of America for the Wild Apricot renewal and first month QB online subscription. That will be due by very early December. In addition the next site deposit for the 2014 Annual Conference will be due mid December.

As requested I have signed MLA up for Quickbooks online. That subscription is being charged to the MLA Corporate card under my name. Once your card arrives we can transfer the payment to your card.

I contacted Bank of America and ordered an MLA corporate card for you as requested at that 10/28th meeting. The bank called me this meeting to confirm some information and that card will be mailed out to you this week.

I have transferred the MLA accounting data to the Quickbooks online subscription.

I created a subdomain of mla.masslib.org. This domain will be the one that appears in the status bar when members go to our Wild Apricot site. I contacted our web vendor to set some settings on their end and was told that it was completed on 10/29 but might take several hours to 2 days to propagate through servers. Earlier this week I checked it again and the vendor informed me the changes have not been made. They have submitted a ticket to their higher level support personnel and the changes should be forthcoming by early next week. I will confirm by e-mail once I have verified that change is completed.

I sent information to you on how to access the automatic renewal reminder emails in the Wild Apricot system. Also the information you need to access the MLA mail servers on your new laptop or any other devices.

I have confirmed a meeting room at the Minuteman Library Network on 11/15 at 2pm to review the conference supplies, review any questions you might have and tie up any other loose ends. I will continue to make myself available for any questions.

I still owe you a “good-bye” piece for the MLA announcement and I will have that to you early next week.

I wish you all the best with the Massachusetts Library Association.

Elizabeth Hacala

Fitchdale Management

* Sarah Hagan is officially an employee of MLA. Betsy set up MLA as an employer through ADP Small Business Services. Sarah will be paid on a monthly basis. Ryan will go online through ADP to ensure that Sarah is paid, regularly. MLA is paying everything that it needs to pay as an employer, including worker’s compensation.
* Betsy mentioned that the board and Sarah will be working in how we want her to spend her work time, and to establish the 24 business hours of MLA.
* Susan McAlister, executive director of the Minuteman Library Network (MLN), has nicely offered storage space at MLN for materials related to MLA that Sarah will not need in her home office.
* Betsy mentioned the importance of establishing a permanent, legal address of MLA. The current address varies from the MLA PO Box in Bedford, the home of former executive manager, Elizabeth Hacala, and the home of another former executive manager in Marstons Mills, Massachusetts. MLA is listed as a [business entity on the Secretary of the Commonwealth’s website](http://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx), with the Marstons Mills address listed as the legal address. ***A motion was made to bring to MLA executive board to pursue MLA having a legal permanent address. Maureen Ambrosino made motion; Dinah seconded. Motion passed.*** Maureen will talk with her library’s trustees about the possibility of using the Westboro Library’s address as a permanent address.
* ***A motion was made to bring the following to the MLA Executive Board: to add two names to every account associated with the Massachusetts Library Association. Every financial account will include the names of the current treasurer and Association Manager. Maureen Ambrosino made the motion; Dinah O’Brien seconded. The motion passed.***
* Betsy spent $2029.96 at Best Buy to equip Sarah with several pieces of office equipment, including a computer, a printer, and an Iphone. The new MLA office number is 781-698-7764.
* As of the writing of these minutes, typing “mla.masslib.org” in the status bar does, in fact, produce the alias URL, “mla.masslib.org”, as Elizabeth indicated in her letter. Typing “masslib.org” brings up “mla.memberlodge.org”
* Sarah will contact all of the MLA committees and sections to ensure that the correct officers for each are posted on the MLA website.
* Sarah will be in touch with the Public Relations committee about the administration of the MLA Facebook Page/Group. Laura suggested that MLA should draft a policy regarding what can get posted on MLA Social Media Sites (such as the Facebook Timeline/Wall)
* A discussion was held regarding committees and sections updating their web pages. ***A motion was made to bring up to executive board that content on MLA website be in a uniform format, managed by one administrator. Dinah made the motion; Laura seconded. Motion passed.***
* Laura will send the board meeting minutes to the administrative board to read for review and then will signal to Sarah to post them on the MLA site.
* Sarah will reach out Sunny Vandermark about how to access the MLA archives at the Boston Public Library.
* Sarah will send out an e-mail to the MLA executive board ([mlaexecboard@masslib.org](mailto:mlaexecboard@masslib.org)) as an introduction and detailing what she can do for them.
* Sarah will pursue creating listservs for the various MLA committees and sections.
* Sarah will also ascertain who to call at Wild Apricot about various issues with the program.
* If Sarah and Elizabeth are able to move their meeting at Minuteman on November 15 up to 1:00 pm, then Laura can help them as she has a meeting at Minuteman at 2:00 pm on the same day.
* Betsy emphasized that the goal this year should be about transition and finding a system that works so that we can increase our presence. Thought should be given to how the association brands itself. Drafting a committee to come up with a plan was a suggested.
* Sarah is looking forward to doing the job more fully. She is appreciative of all of the help she has received, so far.

**Old Business**

* **Massachusetts House of Representatives Bill H59**
  + Information about the bill can be found here: <http://legiscan.com/MA/text/H59/id/743059>
  + At the October 11 Executive Board meeting, the executive board voted to have an MLA representative attend a hearing on Thursday, October 31, regarding the bill.
  + However, Maureen spoke with her state representative’s aide. In her October 30 e-mail, Maureen stated, “it sounds like the bill is not going to move forward. He said that there has been huge pushback from municipal and public safety unions, who felt that this was dropped on them without taking the time to look at the issue and discuss ways to slowly phase it in and still achieve cost savings for the state and municipalities. He also said that the legislature goes into recess for the holiday break around the 20th of November so there realistically is not enough time to get this done.”
  + Betsy polled the administrative board and the chairs of the legislative committee after apprising them of this new information, and they all agreed that attending the hearing was neither necessary or helpful. She sent an e-mail to the all regions listserv about the change.
  + A few library employees did e-mail to express their displeasure. Betsy explained the position, and invited all of those who e-mailed (all but one of whom were not MLA members) to join MLA and to become active in the legislative committee.
  + Dinah suggested that for matters that may need to be taken up before the full executive board meets, it may be prudent to run a poll of the executive board via e-mail.
* **Membership (Maureen)**
  + The board discussed the possibility of creating institutional memberships, and what benefits there would be for the institution, if any. ***A motion was made to pursue adding institutional member category for MLA. Maureen made motion and Dinah seconded. Motion approved.***
  + Maureen archived everyone who was a lapsed member before 2012.
  + There are currently 597 active members, 229 overdue (90 days or fewer past expiration), and 134 lapsed.
  + There are 9 new pending (unpaid) members and 10 renewals pending. Five new members joined last month, including 3 new staff members, 1 MLA Staff Member, and 1 Trustee/Friend.
  + Currently members who have not paid can log into the MLA website. Sarah will work with Wild Apricot to fix that.
* **MLA Archives**
  + Laura brought up the possibility of digitizing the MLA archives as a long term goal (not this year).
* **Nominating Committee/Bylaws**
  + Maureen checked the bylaws, which states that a slate of officers for next year need to be presented to the executive board by December 15. According to the bylaws, the nominating committee (which includes the upcoming Past President) needs to be chosen by the annual meeting.
  + A suggestion was made that there be regular review of the bylaws and that changes be made to reflect the times. (For example, Sarah’s position is still listed as “Executive Manager” even though the title “Association Manager” was voted on at the October 11 executive board meeting.
  + Offices that are up for next year include Secretary and Vice President/President-Elect. ALA Councilor may also be up.

The meeting was adjourned at 12:35 pm.

The next administrative board meeting is on January 10 at the Minuteman Library Network Central Site.

The next full executive board meeting is on December 13 also at Minuteman Library Network Central Site.

Respectfully submitted,

Laura Bernheim

MLA Secretary